



Job Aid:

How to Create a Bid from Scratch

This Job Aid shows how to:

- Create a Bid from Scratch in COMMBUYS

Of Special Note:

Bids are documents used to request price quotes and post opportunities for contracts from potential vendors for goods or services; used when goods or services are not already on a contract (statewide or departmental). Bids can either be a one-time request for goods and services, which would turn into an open market purchase order, or they can become a Master Blanket Purchase Order in COMMBUYS (formerly known as a contract or Master Agreement). They can also become a SWC (Statewide Contract) or Departmental Contract. This job aid will start at the point of creating a new bid, without a Requisition. Please review OSD policy if you have any questions.

Bid Types:

Open: Allows any vendor to submit a response, even vendors not originally notified of the Bid upon posting on COMMBUYS. Open Bids should be used for all procurements unless they fall into one of the situations where a Closed Bid is appropriate

- **Unrestricted:** Default on the Bidders tab
 - Visible externally and open to all vendors for response
- **Restricted:** User must make this selection on the Bidders tab
 - Visible externally but displays security message when viewer not logged in

Closed: User must make this selection on the General tab. Appropriate only in limited circumstances when a public bid is not required. For example, this option is appropriate for issuing bids (Requests for Quotes) against Statewide and Departmental Contracts, where the pool of eligible vendors is already established

- This selection does not show externally, but is visible only to selected vendors when they are logged in

Formal: Bids are “formal” by default and maybe either Open or Closed. Formal bids are used for all procurements unless they fall into one of the situations where an Informal Bid is appropriate. Formal Bids with multiple awards result in “Open Enrollment” Qualified Contractor Lists, as described in How to Draft a Request for Response.

- Default on the Vendor tab. No action is required to make a Bid formal.
- Prohibit Basic Purchasing users from viewing any submitted responses until the Opening Date/Time has been reached

Informal: Can be either Open or Closed. Appropriate only in limited circumstances for issuing bids (Requests for Quotes) against Statewide and Departmental Contracts to establish “Rolling Enrollment” Qualified Contractor Lists, as described in How to Draft a Request for Response.

- Allow “Purchaser” to view vendor responses prior to the Opening Date/Time

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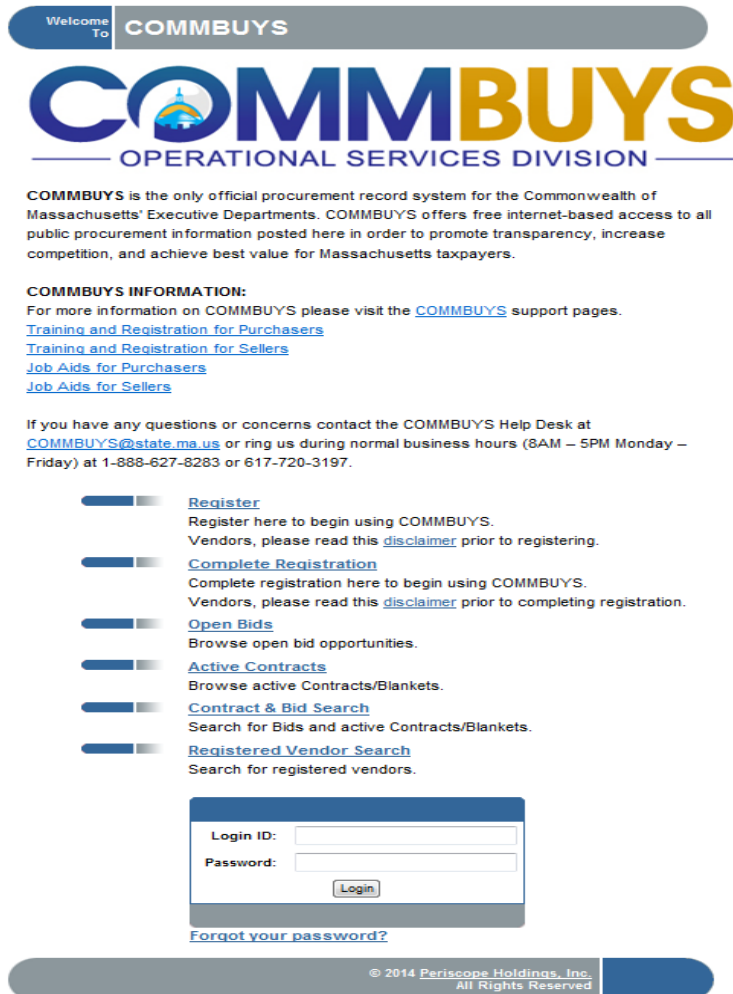
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Screenshot

Directions

1. Launch the COMMBUYS website by entering the URL <https://www.commbuys.com/bsol/> in the Browser

Enter your Login ID and Password



Welcome To **COMMBUYS**

COMMBUYS
OPERATIONAL SERVICES DIVISION

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS INFORMATION:
For more information on COMMBUYS please visit the [COMMBUYS](#) support pages.
[Training and Registration for Purchasers](#)
[Training and Registration for Sellers](#)
[Job Aids for Purchasers](#)
[Job Aids for Sellers](#)

If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- [Register](#)
Register here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.

Login ID:
Password:

[Forgot your password?](#)

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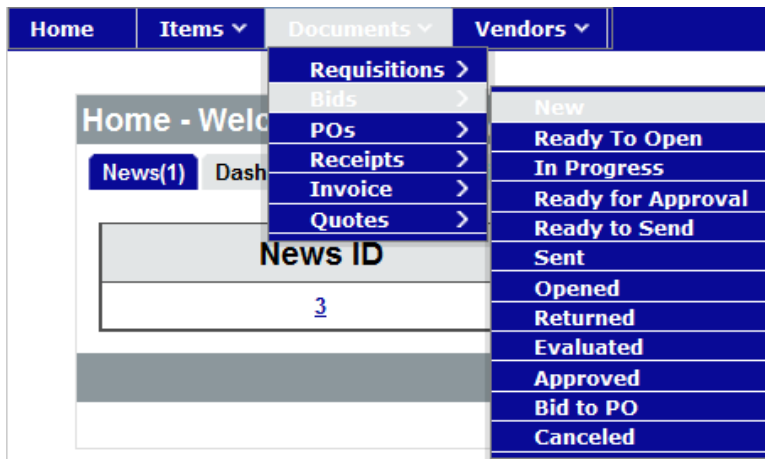
2. Upon successful login, select the **Basic Purchasing** role on the upper right side of the page if not selected already.

Note: If you only have one user role, Basic Purchasing, no tabs display.



3. From the Navigation Bar, select **Documents > Bids > New**

As a general rule, Policy directs users to start transactions with a requisition.



4. Click on **Create a bid from scratch** radio button

Click the **Continue** button.

Create a New Bid

Please select the method to create a new bid:

☒ Create a bid from scratch.
☐ Clone a bid from another document.
☐ Copy Contracts For Renewal.

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5. Shown here is the left half of a New Bid General tab. The **General** tab contains the overall header information for the document.

COMMBUYS will generate a BID number after you save your information on the General tab.

Mandatory fields for the left side of a BID:

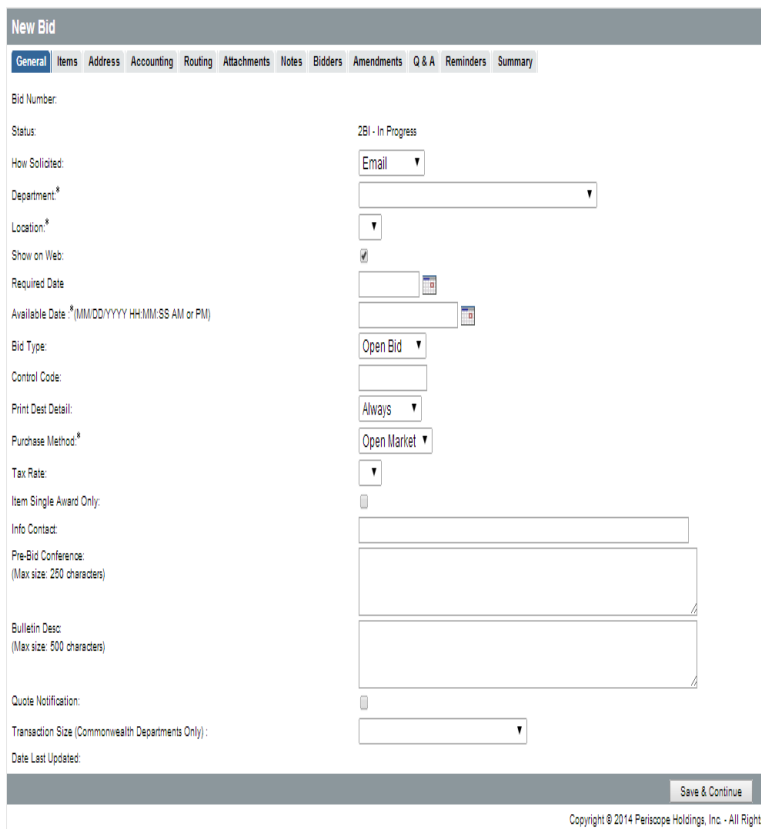
- **Department:** select from the department from dropdown, if not automatically populated
- **Location:** select from the location dropdown; if not automatically populated
- **Available Date:** date the bid will be viewable on COMMBUYS
- **Purchase Method** (dropdown): select from the dropdown
 - **Open Market** – one time bid
 - **Contract** – do not use
 - **Blanket** – results in a contract (departmental or statewide)

Mandatory fields for Blanket (contract):

- **Purchase Method:** dropdown; if Blanket is selected, two additional fields requiring input populate:
 - **Blanket Begin Date:** beginning date of the blanket, use the calendar icon to select date
 - **Blanket End Dates:** blanket end date, use the calendar icon to select date

Optional fields:

- **How Solicited:** do not touch
 - Email (default)
- **Show on Web:** controls if the bid displays and is searchable in COMMBUYS – always be checked
- **Required Date:** use calendar icon to select the date the commodity or service is required; can also be left blank
- **Bid Type:** defaults to open; dropdown
 - **Open** – available for all Vendors to view and respond
 - **Closed** – only selected Vendors on the Bid can view and respond
- **Control Code:** leave blank
- **Print Dest Detail:** leave blank
- **Tax Rate:** n/a for Commonwealth
- **Item Single Award Only:** leave unchecked
- **Info Contract:** editable field; input the name of the person for Vendor's contact if it differs from the purchaser



New Bid

General | Items | Address | Accounting | Routing | Attachments | Notes | Bidders | Amendments | Q & A | Reminders | Summary

Bid Number: _____

Status: 281 - In Progress

How Solicited: Email

Department: _____

Location: _____

Show on Web: ☒

Required Date: _____

Available Date: (MM/DD/YYYY HH:MM/SS AM or PM) _____

Bid Type: Open Bid

Control Code: _____

Print Dest Detail: Always

Purchase Method: Open Market

Tax Rate: _____

Item Single Award Only: ☐

Info Contact: _____

Pre-Bid Conference: (Max size: 250 characters) _____

Bulletin Desc: (Max size: 500 characters) _____

Quote Notification: ☐

Transaction Size (Commonwealth Departments Only): _____

Date Last Updated: _____

Save & Continue

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- **Pre-Bid Conference:** 250 character field to capture BID conference information – if applicable
- **Bulletin Desc:** brief description of Bid
- **Quote Notification:** check box to receive notifications of incoming quotes
- **Transaction Size:** choose from the dropdown (large or small procurement)

Click the **Save & Continue** button when finished.

6. Mandatory fields for the right side of a BID:

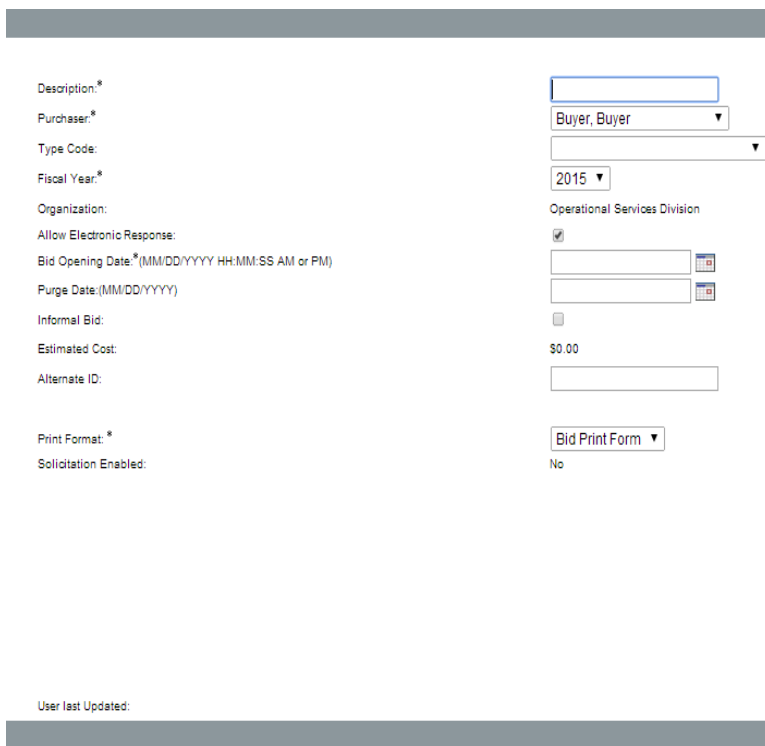
- **Description:** is a searchable field; please enter short bid description (option to use agency's Bid numbering schema)
- **Purchaser:** defaults to designated purchaser
- **Fiscal Year:** will auto populate but can be changed
- **Bid Opening Date:** use the calendar icon to select the scheduled date to open the bid for review and award, which closes the bid to vendors. COMMBUYS will no longer accept quotes for that Bid and the Buyer is able to open and view quotes.
- **Print Format:** only one option; ignore

Optional Fields:

- **Type Code:** dropdown; only use the two options below
 - SS – Statewide Solicitation (only authorized SW contracts)
 - NS – Non-Statewide Solicitation
- **Purge Date: DO NOT use**
- **Informal Bid (check box):** if selected, you can view the submitted vendor quotes before bid opening date but cannot award them
- **Alternate ID:** leave blank

7. COMMBUYS assigns a Bid number and generates General Validation Errors (in Red) of 'No Items'

Click the **Items** tab remove the error message and to add items to the bid



The screenshot shows a web form for creating a bid. The form is divided into two main sections. The left section contains fields for: Description (with an asterisk), Purchaser (with an asterisk), Type Code, Fiscal Year (with an asterisk), Organization, Allow Electronic Response (checkbox), Bid Opening Date (with an asterisk and format MM/DD/YYYY HH:MM:SS AM or PM), Purge Date (with format MM/DD/YYYY), Informal Bid (checkbox), Estimated Cost, Alternate ID, Print Format (with an asterisk), and Solicitation Enabled. The right section contains a dropdown for Purchaser (set to 'Buyer, Buyer'), a dropdown for Type Code, a dropdown for Fiscal Year (set to '2015'), a text field for Organization (set to 'Operational Services Division'), a checkbox for Allow Electronic Response (checked), a calendar icon for Bid Opening Date, a calendar icon for Purge Date, a checkbox for Informal Bid, a text field for Estimated Cost (set to '\$0.00'), a text field for Alternate ID, a dropdown for Print Format (set to 'Bid Print Form'), and a text field for Solicitation Enabled (set to 'No'). At the bottom, there is a 'User last Updated:' field.



The screenshot shows the 'Open Market Bid BD-15-1080-OSD01-OSDEP-00000000257' page. It has a navigation bar with tabs: General, Items, Address, Accounting, Routing, Attachments, Notes, Bidders, Questions, Amendments, Q & A, Reminders, and Summary. The 'General' tab is selected. Below the navigation bar, there is a section titled 'General Validation Errors' with a red bullet point indicating 'No Items'.



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9. Input the item information. Major fields on this page include:

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10. After clicking the eyeglass icon, the Search Code screen populates.

The Search Code screen populates, use the available search dropdowns and fields to find the best code. Select the radio button on the left side of the screen to choose the best code and click the **Save & Exit** to return to the Items tab.

Click the **Address** tab to continue once all items are added.

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11. Click the **Address** tab to continue the bid.

Review the Ship-to and Bill-to Addresses. Click the Eyeglass icon to add or change either address.

Note: Organization Administrators maintain the Ship-to and Bill-to addresses. To update or add additional addresses, contact the OA

Open Market Bid BD-15-1080-OSD01-OSDEP-00000000257 Status: 2BI - In Progress

General Items **Address** Accounting Routing Attachments Notes Bidders Questions Amendments Q & A Reminders Summary

Ship-to Address	Bill-to Address
1080 - Conversion Address 	1080 - Conversion Address 
One Ashburton Place, Room 1017 Boston, MA 02108 US Email: test@goperscope.com	One Ashburton Place, Room 1017 Boston, MA 02108 US Email: test@goperscope.com

Save & Continue Apply Ship-to to All Items Apply Bill-to to All Items

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12. The Lookup Ship-to Address window displays. Input the search criteria and click **Find It**.

If no criterion is entered all possible addresses for the Organization will appear by clicking **Find It**.

Lookup Ship-to Address - Open Market Bid BD-15-1080-OSD01-OSDEP-00000000257

Search Using: ALL of the criteria

Search Fields:	Department ID		Department Name	
	Department Suffix ID		Department Suffix Name	
	Location ID		Location Name	
	City		County	

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Find It Clear

Close Window

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13. The search results display. Check the **Select** radio button adjacent to the address you would like to select.

Click the **Select** button at the bottom of the page.


Select	Department ID	Department Name	Department Suffix ID	Department Suffix Name	Address Info
<input checked="" type="radio"/>	00100	PETS PLUS	100	10055	Anne Bell One Congress Street 11th floor Boston, MA 02114 US Email: linda.banks-grant@accenture.com Phone: (617)999-9999

Select Close Window

14. The search page closes and the selected address populates the Ship-to Address.

Click **Save & Continue**.

General Items **Address** Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders Summary

Ship-to Address	Bill-to Address
100 - 10055 	WSH1 - Central Warehouse 
Anne Bell One Congress Street 11th floor Boston, MA 02114 US Email: linda.banks-grant@accenture.com Phone: (617)999-9999	Inventory User 211 E 7th Street Suite 1100 211 E 7th Street Austin, TX 78701 US Email: g.flores@periscopeholdings.com Phone: (512)866-9400

Save & Continue Apply Ship-to to All Items Apply Bill-to to All Items

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General Items Address Accounting Routing **Attachments** Notes Bidders Questions Amendments Q & A Reminders Summary

Files

Click Add File to add file attachments.

No File Attachments

Forms

Click Add Form to add form attachments.

No Form Attachments

Add File Add Form

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15. Click the **Attachments** tab. The **Attachments** tab displays.

If any files auto-attach: review, keep or delete as necessary.

Attachments include bid attachments and required forms/contract documents

Click the **Add File** button to add a new file.

Note: Add Form is not currently a working function in COMMBUYS

Add File

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters.

Name*:

Description:

File*: Browse...

Search File

Location: 2500

Save & Exit Save & Continue Reset Cancel & Exit

16. The Add File window opens. To select a file from your desktop, click the **Browse** button.

Complete the following fields

- **Name** – required; but will be populated with the file name if left blank
- **Description** – optional

Click **Save & Continue** to add another file or click **Save & Exit** when all files have been added.

Note: Files previously uploaded or added to the Document Library in COMMBUYS are available in the Attachment Repository. To locate and attach from the Repository, click the **Search File** button and complete the advanced search criteria.

For additional information on adding attachments refer to the job aid **How to Search for and Use Attachments in COMMBUYS**.

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General Items Address Accounting Routing **Attachments(1)** Notes Bidders Questions Amendments Q & A Reminders Summary

Files

Name	Description	Show Vendor	Attached By	Attached Date	Delete
Tulips.jpg	Test	<input checked="" type="checkbox"/>	Buyer Buyer	08/21/2014	<input type="checkbox"/>

Forms

Click Add Form to add form attachments.

No Form Attachments

Save & Continue Add File Add Form

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17. The Attachments tab redisplay with the new file attached.

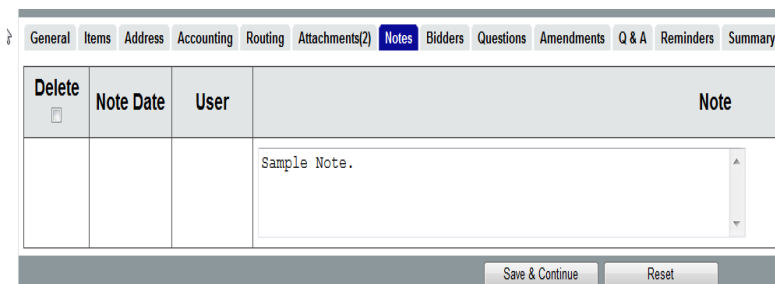
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18. Click the **Notes** tab (this is an optional tab).

Add any text or note in the Note box. Notes are viewable only by Commonwealth users. Vendors cannot access or view these notes.

When complete, click **Save & Continue**.



Delete	Note Date	User	Note
<input type="checkbox"/>			Sample Note.

Save & Continue Reset

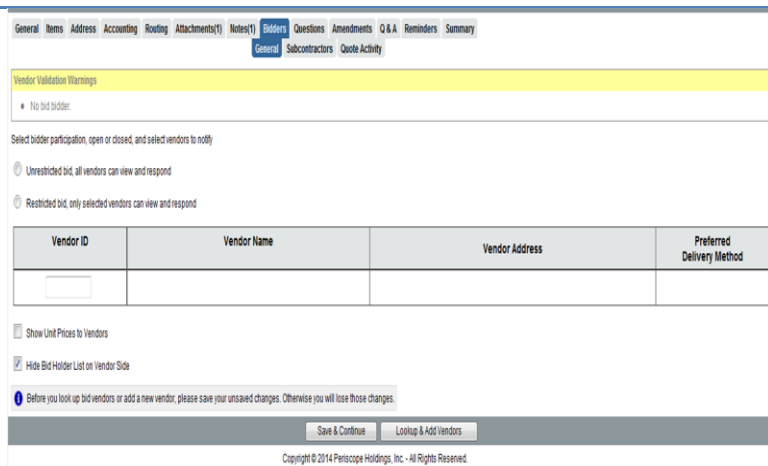
19. Click the **Bidders** tab.

In general, a bid (RFR) should be open to all, which would be unrestricted.

Several options can be set on the Bidders tab:

- **Select bidder participation**
 - **Unrestricted** – any vendor can respond to the bid
 - **Restricted** – only listed vendors can respond to the bid
- **Show the Unit Price to Vendors** – when unchecked (default) bidders cannot see the unit price for bid items
- **Hide Bid Holder List on Vendor Side** – when checked (default), bidders cannot see who has responded to the bid

Click **Lookup & Add Vendors**.



General Items Address Accounting Routing Attachments(1) Notes(1) Bidders Questions Amendments Q & A Reminders Summary

Vendor Validation Warnings

- No bid bidder.

Select bidder participation, open or closed, and select vendors to notify

☐ Unrestricted bid, all vendors can view and respond

☐ Restricted bid, only selected vendors can view and respond

Vendor ID	Vendor Name	Vendor Address	Preferred Delivery Method

☐ Show Unit Prices to Vendors

☒ Hide Bid Holder List on Vendor Side

Before you look up bid vendors or add a new vendor, please save your unsaved changes. Otherwise you will lose those changes.

Save & Continue Lookup & Add Vendors

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Lookup & Add Reference Vendors - Bid BD-15-1080-OSD01-OSDEP-00000000257

Search Using: ALL of the criteria

Find It Clear

Search Fields:

Vendor ID: Vendor Name:

Vendor Tax ID: Vendor Legal Name:

Vendor Keyword: Alternate ID:

ZIP Code: County:

State:

☐ Emergency Suppliers ☐ Reference Vendor

UNSPSC Segment-Family:

UNSPSC Class:

UNSPSC Keyword:

DUNS Number:

This is the DUNS number assigned to my Business:

Environmentally Preferable Product:

MBE Certified:

Prompt Pay Discount:

Are you interested in partnering as a Prime/Sub contractor?:

Geographical Service Area in Massachusetts:

Service Disabled Veteran Owned Business:

SDO Certified:

Business Structure:

AGREEMENT AND TERMS OF USE FOR SELLERS

Business Type:

Business Enterprise (for profit):

Women Non-profit Organization (WINPO) Certification:

Program: ☐ Small Business Purchasing Program

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10

Find It Clear

Find Vendors for All Commodity-EPPs on the Bid Close Window

20. The Lookup and Add Reference Vendors screen displays.

Scroll to bottom of the screen and select **Find Vendors for All Commodity-EPPs on the Bid** button. The results will display with the Vendors who selected the same commodity code as the bid item(s).

COMMBUYS automatically matches the vendors who have correctly registered with UNSPSC codes; these vendors will receive an email notification of the Bid.

21. Click the top Select checkbox to select all the Vendors.

Buyers can also add vendors by name and also use the other search parameters listed, SDO, SBPP, etc.

A popup window displays with a Warning Message when selecting a large number of vendors.

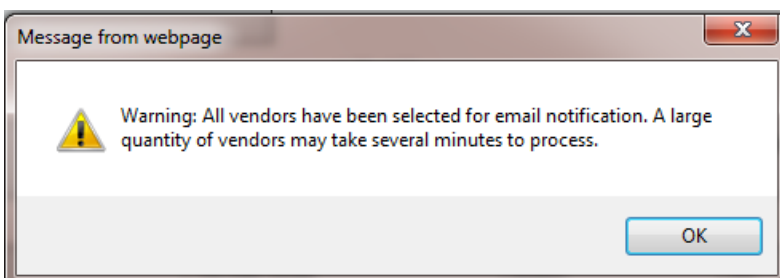
Click **OK**. The popup window will disappear and all information populates in the bid.

Click **Save & Exit** to return to the Vendors tab

Select	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone	Reference Vendor
<input type="checkbox"/>	201987	O'Connor & Drew, PC				25 Braintree Hill Park Suite 102	Braintree	MA	David Dilulis	6174711120	No
<input type="checkbox"/>	211456	Revenue Solutions, Inc.				2000 Opportunity Drive Suite 100	Roseville	CA	Jeff Huber	9167803741	No
<input type="checkbox"/>	0000514	The Paris Company, Inc.				PO Box 51501	Boston	MA	Mischa Paris	(781)519-9629	No

Save & Exit Save & Continue Find Vendors for All Commodity-EPPs on the Bid Close Window

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22. The **Vendors tab** will now display all the Vendors you selected

Buyers should see email as the preferred method of delivery.

Click **Lookup & Add Vendors** multiple times to ensure that vendors with different commodity codes relevant for your bid are included, by entering the criteria in the search field. Be as broad as possible to select all possible vendors.

COMMBUYS will create a combined notification list of all vendors you select through multiple vendor searches. If a vendor appears multiple times, COMMBUYS will keep the company on the list once to avoid duplicate notification.

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General Items Address Accounting Routing Attachments(1) Notes(1) Bidders Questions Amendments Q & A Reminders Summary

General Subcontractors Quote Activity

Select bidder participation, open or closed, and select vendors to notify

☐ Unrestricted bid, all vendors can view and respond

☐ Restricted bid, only selected vendors can view and respond

Delete	Vendor ID	Vendor Name	Vendor Address	Preferred Delivery Method
<input type="checkbox"/>				
<input type="checkbox"/>	000000051	RR Donnelley	Bid Mailing Address: Add New Address General Mailing Address - Susan Sheridan 400 Blue Hill Drive Suite 100 Westwood, MA 02090 US	Paper Copy Mailed
<input type="checkbox"/>	4503	New England Office Supply (NEOS) (NWVBE)	Bid Mailing Address: Add New Address General Mailing Address - Patricia Vacca 135 Lundquist Dr Braintree, MA 02184 US	Paper Copy Mailed
<input type="checkbox"/>	4951	Muratec America, Inc	Bid Mailing Address: Add New Address General Mailing Address - Jerry Roberts 3301 E. Plano Parkway, Ste #100 Plano, TX 75074	Paper Copy Mailed

☐ Show Unit Prices to Vendors

☒ Hide Bid Holder List on Vendor Side

i Before you look up bid vendors or add a new vendor, please save your unsaved changes. Otherwise you will lose those changes.

[Save & Continue](#) [Lookup & Add Vendors](#)

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23. Click the **Questions tab** (this is an optional tab)

The **Questions** tab allows you to create questions for the vendor to answer with a supplied response type. You can make these questions a required response by checking the Required box.

To change the **Response Type**, chose from the available dropdown options.

Once all questions are entered, click **Save & Continue**.

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General Items Address Accounting Routing Attachments(1) Notes(1) Bidders Questions Amendments Q & A Reminders Summary

Delete	Question #	Print Sequence	Required	Question	Response Type
<input type="checkbox"/>	0	1.0	<input type="checkbox"/>		AVAILABLE

☐ Delete All

[Save & Continue](#) [Reset](#)

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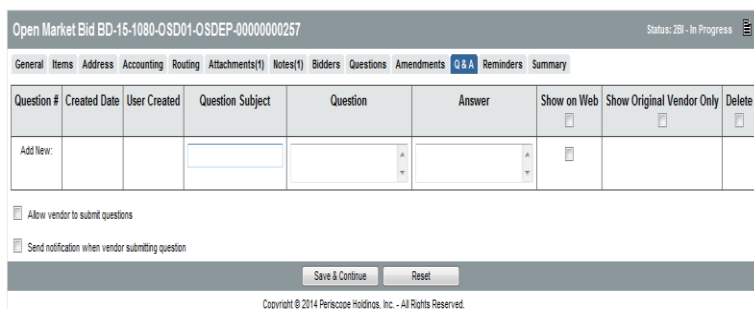
24. Click the **Q&A** tab (this is an optional tab). The **Q&A** tab is a way for vendors and the Commonwealth to dialog within the bid.

This feature is only usable before the bid opening date; however, the questions and answers remain viewable after the bid is opened.

In addition to adding the questions, there are two options on this page:

- **Allow Vendor to submit questions** – make sure to check if questions are allowed for the bid
- **Send notification when vendor sends question** – use if you want notifications of questions sent in COMMBUYS

Click **Save & Continue** after entry of each question.

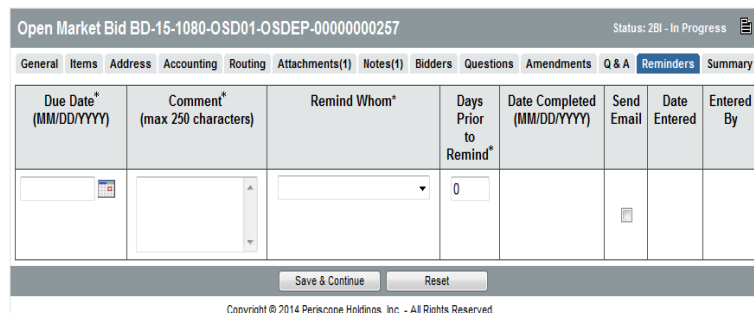


25. Click the **Reminders** tab (this is an optional tab)

To create a reminder, input the information on the **Reminder** tab including:

- Due Date
- Comment
- Remind Whom
- Days Prior to Remind
- Send Email

When the reminder is sent, the tab updates with the Date Completed.



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Open Market Bid BD-15-1080-OSD01-OSDEP-0000000257 Status: ZB - In Progress

General Items Address Accounting Routing Attachments Notes Questions Amendments Q & A Reminders Summary

Header Information

Bid Number: BD-15-1080-OSD01-OSDEP-0000000257 Description: Test Status: ZB - In Progress
 Purchaser: Buyer Buyer Minor Status: Row Solicited: Email
 Organization: Operational Services Division
 Fiscal Year: 15 Department: OSD01 - Operational Services Division Location: OSD01 - Congress St
 Show On Web: Yes Allow Electronic Quote: Yes Required Date:
 Bid Opening Date: 08/30/2014 09:44:00 AM Available Date: 08/21/2014 09:44:00 AM
 Bid Type: Open Bid Informal Bid: No
 Control Code: Estimated Cost: \$0.00 Print Detail:
 Alternate ID: Purchase Method: Open Market Catalog ID (for contract):
 Blanket/Contract Begin Date: Bulletin Desc: Pre-Bid Conference:
 Info Contact: Acknowledge inclusion required: No Hour of Acknowledge inclusion: 0.0
 U N S P S C Code Certified Required: No Quote Notification: No
 Subcontractor Info: Date Last Updated: 08/21/2014 09:40:00 AM Buyer Buyer Item Single Award Only: No
 Date Last Updated: 08/21/2014 09:40:00 AM Bid to Address: One Ashburton Place, Room 1017 Bid Print Form: Bid Print Form
 Ship-to Address: One Ashburton Place, Room 1017 Bid to Address: One Ashburton Place, Room 1017 Bid Print Form: Bid Print Form
 US Email: test@openscope.com US Email: test@openscope.com
 Notes: Test
 Solicitation Enabled: No
 Invoice Method: Three Way Match

Vendor Id	Vendor Name	Preferred Delivery Method	Notifications	Responded
00000021	RR Connolly	Paper Copy Mailed		No
00000728	The Tree House, Inc.	Paper Copy Mailed		No
00001073	Northern Business Machines, Inc.	Paper Copy Mailed		No
00001088	Glenough Packaging & Maintenance Supplies, Inc.	Paper Copy Mailed		No
00001092	Sharnook Scientific Specialty Systems, Inc.	Paper Copy Mailed		No
00001073	GROUPGLOBAL.NET	Paper Copy Mailed		No
200146	A and A Industrial Supply / ALBECCO Partner, Inc.	Email		No
200282	Canon U.S.A., Inc.	Paper Copy Mailed		No
200282	International Paper	Paper Copy Mailed		No
220109	Rush Americas	Paper Copy Mailed		No
220201	Konica Minolta Business Solutions USA, Inc.	Paper Copy Mailed		No
220274	Encore Images, Inc.	Paper Copy Mailed		No
220274	Sharp Electronics Corp	Paper Copy Mailed		No
220409	JES Printing LLC	Paper Copy Mailed		No
200140	G & A Blawie and Sons, Inc.	Paper Copy Mailed		No
4001	New England Office Supply (NEOS)/MHBE	Paper Copy Mailed		No
8001	Murkel America, Inc.	Paper Copy Mailed		No

26. Click the **Summary** tab.

The **Summary** tab provides a recap of the bid information. Shown here is the upper part of the Summary tab.

Transaction Size (Commonwealth Departments Only):

Attachments

Files:

Forms:

Item Information

Item # 1: Test ZB - In Progress

U N S P S C Code: 44-10-31
Printer and facsimile and photocopier supplies

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0	\$0.00	EA - Each		\$0.00	\$0.00	\$0.00

Manufacturer: Brand: Model:
 Make: Packaging:

Account Code Amount

There is no item accounting available for this item.

Submit for Approval Cancel Bid Clone Bid Print

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27. Shown here is the lower part of the **Summary** tab that provides a summary of each item on the bid as well as the action buttons currently available for the bid:

- **Submit for Approval**
- **Cancel Bid**
- **Clone Bid**
- **Print**

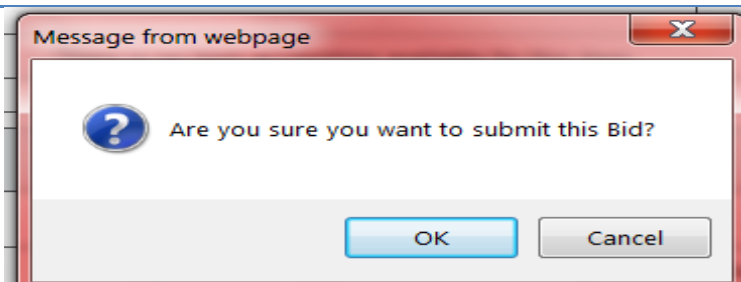
After reviewing the information, click the **Submit for Approval** button to submit the bid into workflow for approval routing.

Skipped Tabs:

- **Accounting: Phase II**
- **Routing:** populates after submission for approval

28. A Popup message displays stating 'Are you sure you want to submit this bid?'

Click **OK** to continue with the submission. To cancel the submission, click **Cancel**.



Job Aid:

How to Create a Bid from Scratch

29. The **Summary** tab redisplay showing a status of **Ready for Approval**.

Status: ZBRA - Ready for Approval

Amendments Q & A Reminders(1) **Summary**

30. Once the bid is approved, the bid's status will update in your Control Center. The status will change from **Ready for Approval** to **Ready to Send**.

Click the blue hyperlink **Bid #** to open the bid.

Home - Welcome Back Buyer Buyer

News(1) Dashboard Reqs(4) **Bids(39)** PO(3) Approval(7) My Reminders(0) Events(0)

In Progress(0) Ready for Approval(0) **Ready to Send(2)** Ready to Open(36) Opened(1) Approved(0)

Bid #	Organization	Buyer	Description
00000102	Operational Services Division	Buyer Buyer	job aid creation bid
00000055	Operational Services Division	Buyer Buyer	sec test three

31. The bid opens to the **Summary** tab. Scroll to the bottom of the page.

Under Send Bid Actions, Select either the RADIO button option :

- **Change bid status to 'Sent' and notify Vendor** - general rule to send email
- **Change bid status to "Sent" only** – posts the Bid on COMMBUYS but does not send an email notification to the selected bidders.

Click on **Send Bid** button.

The bid is now posted on COMMBUYS, Vendor may be able to respond depending on the available date set on the General tab

Pre-bid Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Ca
	Linda Banks-Grant	1		1	Primary	01/15/2014 05:20:17 PM	01/15/2014 05:23:43 PM

Send Bid Actions

Option(s) ☒ Change bid status to "Sent" and notify vendors ☐ Change bid status to "Sent" only.

Send Bid

Cancel Bid Clone Bid Print